

Worksheet for choosing correct assessment method and tool

Selecting a Method

Selecting a Method Worksheet:

When selecting a method, consider the following items.

Types of Assessment:

1. What assessment type appears to match the overall purpose or goal of your assessment or your specific outcome?

1a. What are the possible methods you can use given the type(s) of assessment you listed?

Indirect or Direct Measures of Learning:

2. If you are measuring learning, do you need a direct or indirect measure?
Based on your answer, what are some possible assessment methods you can use?

Quantitative, Qualitative or Mixed Methods?

3. Do you need to use qualitative, quantitative, or mixed methods? What are your method options based on this answer?

Putting it together:

4. What are all of the possible methods? (based on your answers to 1a, 2a and 3a):

5. Based on the strengths and challenges for each of the methods above, what method(s) do you think you will be using?

Logistical Considerations

7. How are you going to use the data? Knowing the answer to this will allow you to be more intentional about the method you choose. Additionally, it can help streamline/focus your assessment from what would just be “good to know” information versus “need to know” data for your assessment purposes.

8. What is the appropriate timing for my assessment?

Additional Tips for Choosing Methods:
Build up your assessment toolbox by getting experience with different methods and knowing when it is appropriate to use them.
Keep it simple! Assessment is “good enough” research choose a method that is manageable so you can complete the project.
Start with the ideal design for your assessment and then work backwards to what is possible. There is always more than one source for collecting data, use what works best for you knowing that you can add on other sources later.
Start off small to get experience; don’t try to complete a “dissertation” sized project the first time around.
Get feedback from colleagues, peers and your Assessment Committee Department Rep. A new set of eyes on your methods may reveal an important piece that you have not seen.
Read the literature and attend conferences through a new lens; look for ideas on how others conduct assessment and how you may also use the same methods.
Ask if the data already exists somewhere else before choosing a different method that will use valuable resources.
Look for potential to collaborate with other divisions and units.
Include culturally sensitive language and facilitators when using assessment methods. If you are not sure about language, ask someone who will be to look over your assessment method.
Include stakeholders from the beginning; this builds credibility in your methods and assessment results.
Keep in mind how the method you choose will affect your results and make note that for your report.
Reflect on the process/results of assessment and do not be afraid to change your method. Assessment is an ongoing process.